

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Monday, November 27, 2023 5:00 p.m.
Frederic D. Frick Administrative Center
Boardroom
1019 McHugh Road
Holmen, Wisconsin 54636**

01. CALL TO ORDER

02. PLEDGE OF ALLEGIANCE

03. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Lindsay Nied, Maggie Smith, Dr. Kristin Mueller, Betty Pfaff, and Joni Wittwer. Excused was Heather Franzini. Julie Holman was also present.

04. APPROVAL OF AGENDA

The agenda was approved by consensus.

05. PUBLIC PARTICIPATION

No one addressed the committee.

06. APPROVAL OF PRIOR MEETING NOTES

6.1 October 16, 2023 Policy Committee Notes

The October 16, 2023 Policy Committee meeting notes were approved by consensus.

07. POLICY REVIEW

7.1 2000 Program

a. 2240 Controversial Issues in the Classroom (updates)

Dr. Mueller reviewed proposed additions to po 2240 to better align the policy with District policy regarding Human Growth and Development (2414) and nondiscrimination. The committee approved the changes by consensus. The revised policy will appear as a first reading on the consent agenda at tonight's Board meeting but future recommendations to the Board will not generally appear on the Board agenda for the same evening.

7.2 6000 Finance

a. 6110 Federal Funds (*BP 640 State and Federal Aid Eligibility Determination*)

Items 7.2a, 7.2b, and 7.2e are all regarding federal funds. Executive Director of Finance & Operations Julie Holman explained the policies were initially considered by the Finance Committee in the spring of 2023, but not advanced as the recommendation was to combine the policies. However, to be consistent with the Neola format and numbering, policies of other school districts, and to avoid an overly lengthy policy, the decision was made to keep the policies separate.

J. Holman reviewed the proposed po 6110 highlighting key points and discussing each section. She stated the District did not add a lot of verbiage to the policy, but did remove language in the Neola template that did not apply to the District. There were not a lot of options provided in the template as much of the language required of federal awards.

M. Smith asked if the language in the Grant Administration section was too restrictive. J. Holman explained the intent of this policy and others is to allow for federal funds to be used as allowable. No changes were recommended in this section.

M. Smith questioned why the fourth paragraph listed four restrictions to the use of federal funds when statute provides six restrictions. Since the verbiage lists some, but not all of the restrictions and is not necessary, the consensus of the committee was to remove this paragraph.

In regards to the Grant Proposal Development section, J. Holman stated the policy provides guidance to ensure grants applied for align with District goals and priorities. However, the language is not so restrictive that it would prevent a federal grant proposal that is more indirectly related to District goals and priorities. J. Holman noted there is a separate gift and grants policy and procedure that addresses grants not federally-funded.

The consensus of the committee is to advance po 6110 to the Board for first reading with the fourth paragraph removed.

- b. 6114 Cost Principles - Spending Federal Funds (*BP 640 State and Federal Aid Eligibility Determination*)
J. Holman reviewed the proposed po 6114 highlighting key points and discussing each section. She explained most federal funds are reimbursement-based so the District will only receive funds after submitting for reimbursement of allowable expenditures. Federal funding entails very detailed reporting so before applying for a grant, it must be determined whether the reporting commitment is greater than the benefit of the grant.

The consensus of the committee is to forward po 6114 to the Board as presented for a first reading.

- c. 6151 Returned/Outstanding-Stale Checks
J. Holman explained po 6151 addresses returned and stale checks. While the District has internal processes regarding returned and outstanding-stale checks, it did not have a formal policy. While processes are not noted in policy, J. Holman shared internal processes include presentation of returned checks three times and multiple attempts to contact the check writer. The District does not currently utilize a collection agency and does not attempt to collect checks through small claims court. For outstanding-stale checks, the District reconciles checks not cashed monthly and attempts to contact the payee. If the check remains stale for ninety days, it will be treated as unclaimed property.

The consensus of the committee is to advance po 6151 to the Board as presented for a first reading.

- d. 6152 Student Fees, Fines, and Charges
The District eliminated a number a student fees a few years ago, but some do remain. The District follows applicable rules and regulations regarding what fees can be charged. J. Holman stated that po 6152.01 Waiver of Schools Fees or Fines is a related policy, but is not yet ready for committee review. The consensus of the committee was to hold po 6152 and review at the same time as po 6152.01.

- e. 6325 Procurement - Federal Grants/Funds (*BP 640 State and Federal Aid Eligibility Determination*)
J. Holman explained much of the language in po 6325 is repeated in po 6110 and po 6114. The Competition section discusses what is too restrictive in terms of competition. Dr. Mueller added that accessing competitive pricing is a strength of the District between cooperative purchasing and the size of the District, which attracts competitive bids.

In regards to the Suspension and Debarment section, vendors the District intends to pay (purchases greater than \$25,000) with federal funds have to provide debarment certifications proving they are not barred from doing business with the federal government. The District is audited annually to ensure compliance with requirements related to federal funds.

The consensus of the committee is to advance po 6325 to the Board for a first reading after ensuring policy references are formatted consistently.

- f. 6440 Cooperative Purchasing
J. Holman explained the District already has cooperative purchasing internal processes, but did not previously have a policy. The District has access to state contracts and can purchase through the CESA cooperative to ensure competitive pricing without completing a separate RFP. This policy is not related to athletic cooperatives.

The consensus of the committee is to advance po 6440 to the Board as presented for a first reading.

- g. 6620 Petty Cash (*AR 662.2 Petty Cash*)
J. Holman stated each school and certain departments have a petty cash fund. Internal processes ensure the appropriate use, reporting, and practices related to petty cash.

The consensus of the committee is to advance po 6620 to the Board as presented for a first reading.

- h. 6630 Cash Handling and Deposits (*AR 664 Cash in School Buildings*)
J. Holman added language from the current Administrative Rule 664 to the po 6630 template to better align with internal processes regarding cash handling. Schools must deposit funds weekly while the Nutrition Services Department deposits daily. J. Holman noted she added reference to the District Cash Deposit Chain of Command form and processes as well as Deposit on Demand to the template.

The consensus of the committee is to advance po 6630 to the Board as presented for a first reading.

- i. 6700 Fair Labors Standards Act (FLSA)
J. Holman stated po 6700 is mostly straightforward language from federal statutes, but she did add school District-specific verbiage regarding blended rate overtime as well as voluntary, occasional, and sporadic work, including extra duty. This policy is regarding non-exempt, hourly employees.

The consensus of the committee is to advance po 6700 to the Board as presented for a first reading.

- j. 6830 Audit
J. Holman noted po 6830 is regarding requirements by the Board and law. The consensus of the committee is to advance po 6830 to the Board as presented for a first reading.

08. CLARIFY/REVIEW ACTIONS & DISCUSSION

The committee is advancing ten policies to the Board for review. Po 2240 will be on tonight's Board agenda for a first reading while the remaining nine will appear on the December 11 agenda. Changes to policies sent to the Board include removing the fourth paragraph from po 6110 and ensuring consistent reference to policies in 6325. The committee determined to hold on po 6152 and review again with po 6152.01.

The next Policy Committee meeting will be February 26. There will not be a meeting in December due to the holidays. In January, the Wellness Committee will meet in place of the Policy Committee to discuss the wellness policy. The wellness policy requires certain stakeholders to meet each year to review the policy, so while Policy Committee members are invited to attend, they are not required to attend unless they previously agreed to fill a stakeholder role. Maggie Smith will serve as the Board member on the Wellness Committee.

Dr. Mueller recently met with the District's Neola representative. Once this initial drafting is complete this year, the review of policies will coincide with updates from Neola and other policies that require an annual review, making it a more consistent process.

09. ADJOURNMENT

The November 27, 2023 Policy Committee adjourned at 6:27 pm.